

**BOARD OF LIBRARY TRUSTEES
ST. MARY'S COUNTY LIBRARY**

Meeting Minutes

Date of Meeting: February 16, 2010

Alan Dillingham, President, called to order at 9:05 AM, the meeting of the St. Mary's County Board of Library Trustees at the Leonardtown Library.

Members present: Alan Dillingham, President; Everlyn Holland, Joan Springer, Vice President, Carole Romary, Treasurer; Jan Briscoe,; Dan Burris, Joseph Bush.

Member Excused:

Staff present: Kathleen Reif, Director; Phyllis Krasnokutsky, Administrative Assistant; Marilyn Lash, Publicity Specialist; Mary Anne Bowman, Charlotte Hall Branch Manager, Tess Goldwasser, Lexington Park Youth Services Librarian; Aryana Hurley, Lexington Park Adult Services Librarian; Dennis Gillikin, Leonardtown Public Technology Assistant; and Robert Palmer, Computer Services Technician.

A Staff Report by the Social Media Team was presented to the Board. They demonstrated and explained our FaceBook, Flickr account, Kids Blog: policy and procedures created, how they are used, and management of workload.

Voted to accept the minutes of the January 16, 2010 meeting as presented.

President's Report by Alan Dillingham

- Alan Dillingham commended the staff's handling of library services during the recent snow storms.

Treasurer's Report by Carole Romary

- Distributed Treasurer's Report for February 2010.
- Ms. Reif distributed an updated report on the Technology Fund and the Cookbook Sales.

Southern Maryland Library Association (SMRLA) Report by Joan Springer

- Annual meeting has been postponed until February 24, 2010, so there was no report.

Director's Report by Kathleen Reif

- Distributed *St. Mary's County 2010 Technology Handbook*; Library's Black History Month Program flyer; approved minutes for December 2009; monthly business reports and budget statement
- Distributed FY 2009 Auditor's Management Letter dated September 11, 2009. Ms. Reif also distributed a memo outlining the steps taken or to be taken to correct their concerns. Ms. Reif will contact the auditor to get clarification on one of these items.
- FY2011 Budget Request is due February 19. Distributed highlights and summary.

Voted to approve the FY2011 Budget Request as presented.

- New Leonardtown Library Capital Project: the BOCC's Capital Budget sent to the Planning Commission includes the Library as scheduled for construction in 2015 and 2016. Ms. Reif distributed a draft letter, to be sent to the St. Mary's County Planning Commission, objecting to the postponement of the construction. She asked for the Board to give her feedback by end of the week. Ms. Reif also provided dates for State Capital Grant hearings by the House and Senate Appropriation Committees, in Annapolis. Ms. Reif will attend these hearings in support of our FY 2011 grant.
- Distributed copies of a Freedom of Information Act (FOIA) request from UFCW Local 1994. This organization is attempting to get a collective bargaining bill for library employees passed through the State Legislature. The bills have been filed: HB881 and SB225.
- Staff News: Amanda Ellington, Sara Stephenson and Catherine DiCristofaro have all completed their LATI projects and will make presentations at the April Board Meeting.
- Personnel Manual Update: distributed revised Reduction in Force (Layoff) policy for review. It will be discussed and a final version approved at the April Board meeting.

New Business

Voted to approve closing each of the libraries, for ½ day staff learning opportunity, on the following schedule: Charlotte Hall on April 30, Leonardtown on May 14, and Lexington Park on May 21

- Distributed Draft Customer Survey to be conducted in April. Comments are requested by March 1.
- Reviewed upcoming dates and events.

Unfinished Business

- Board openings have been posted on the website and at all branches. Distributed interview questions for review and comment by March 1. Interview date will be March 23, 2010 in the morning.

Presented Joseph Bush with a plaque, recognizing his years of service on the Library Board. This was Mr. Bush's last meeting because he is moving out of state at the end of February.

Meeting adjourned at 11:40 am.

Next Meeting: March 16, 2010 at the Leonardtown Library. (This meeting was cancelled.)